



### Running and Retrieving the Prompt Pay Report Overview

The Prompt Pay Report provides both summary and detailed information on an agency's compliance with prompt pay. The report is run for selected period(s). The report captures the dollars in compliance as well as the percentage of total payments.

The Prompt Pay Report is run the first business day of the month and reported to the Department of Accounts (DOA). If you do not run the report on the first business day of the month, the numbers will not match DOA's numbers. In this case, you will need to access your individual Agency Run or the Master Run to obtain your agency's information. The steps for running the report or retrieving the batch reports are included in this job aid.

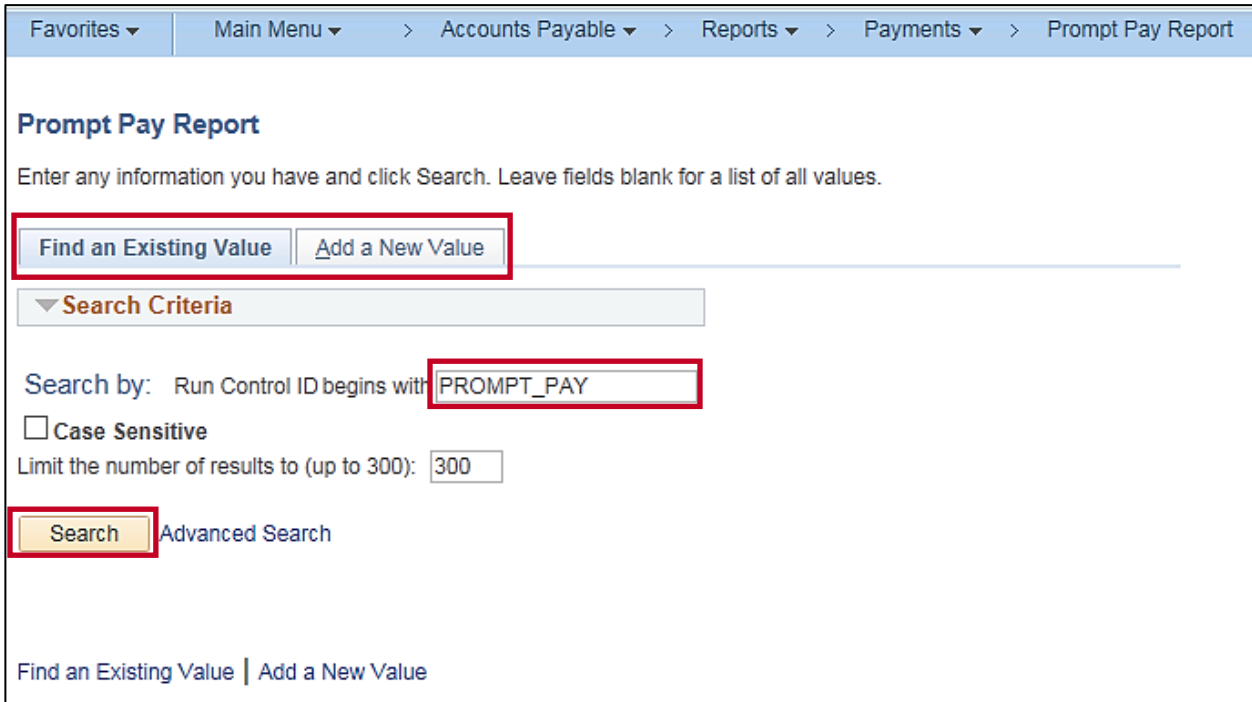
### Table of Contents

Running the Prompt Pay Report .....	2
Viewing Your Individual Agency Run.....	8
Viewing Your Information in the Master Run .....	11

### Running the Prompt Pay Report

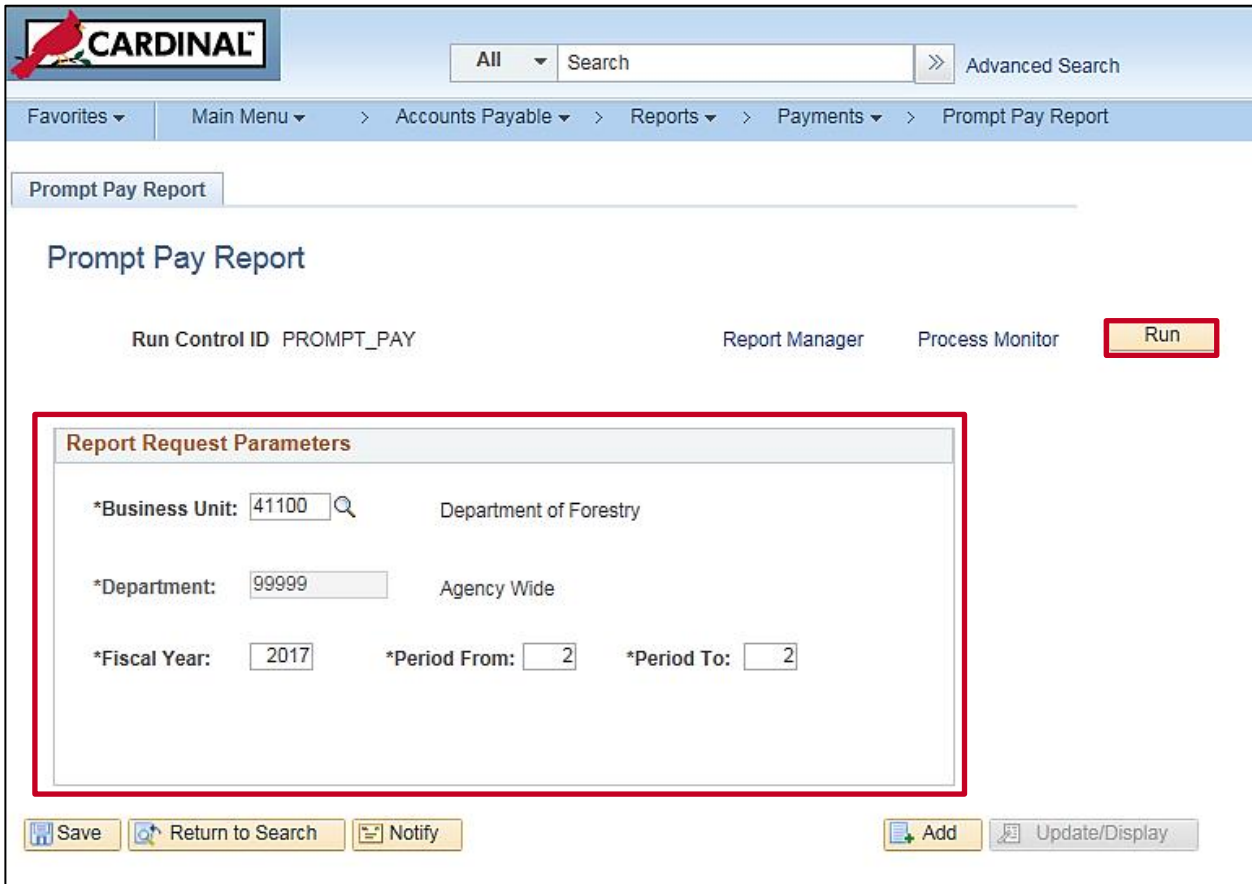
1. Navigate to the **Prompt Pay Report** page using the following path:

**Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report**



The screenshot shows the 'Prompt Pay Report' page. At the top is a breadcrumb trail: 'Favorites > Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report'. Below this is the title 'Prompt Pay Report' and a instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Search Criteria' section. It includes a 'Search by:' dropdown set to 'Run Control ID begins with', a text input field containing 'PROMPT\_PAY', a 'Case Sensitive' checkbox, and a 'Limit the number of results to (up to 300):' field set to '300'. A 'Search' button is highlighted with a red box, and an 'Advanced Search' link is next to it. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. Use the **Find an Existing Value** tab if you have an existing **Run Control ID**.
3. Use the **Add a New Value** tab to create a run control if this is the first time you are running the report.
4. Enter or **Search** for your **Run Control ID**.
5. Click the **Search** button.



**CARDINAL** All Search >> Advanced Search

Favorites > Main Menu > Accounts Payable > Reports > Payments > Prompt Pay Report

Prompt Pay Report

Prompt Pay Report

Run Control ID PROMPT\_PAY Report Manager Process Monitor **Run**

**Report Request Parameters**

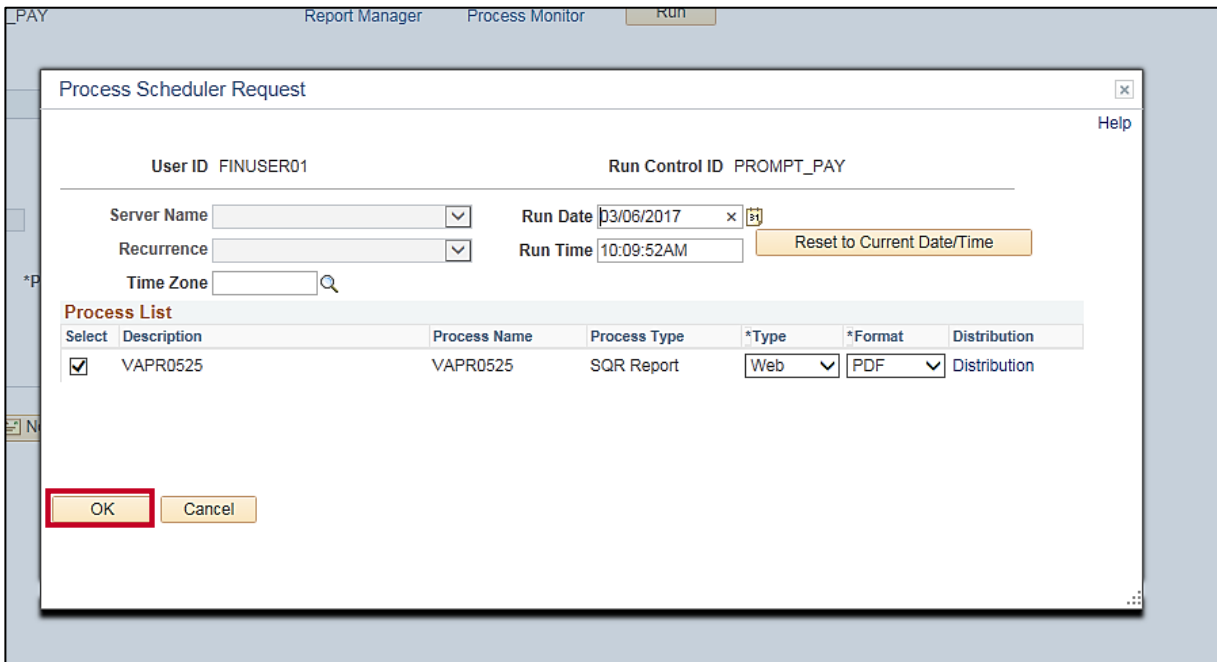
\*Business Unit: 41100 Department of Forestry

\*Department: 99999 Agency Wide

\*Fiscal Year: 2017 \*Period From: 2 \*Period To: 2

Save Return to Search Notify Add Update/Display

6. The **Prompt Pay Report** page displays.
7. Enter the **Report Request Parameters**:
  - a. **Business Unit**: Enter or select your agency's business unit.
  - b. **Department**: This value defaults to **99999** and cannot be changed.
  - c. **Fiscal Year**: Enter the fiscal year for which you want to run the report.
  - d. **Period From**: Enter the period for which you are running the report from.
  - e. **Period To**: Enter the period for which you want to run the report through.
8. Click the **Run** button.



Process Scheduler Request

User ID: FINUSER01 Run Control ID: PROMPT\_PAY

Server Name: [dropdown] Run Date: 03/06/2017 Run Time: 10:09:52AM

Recurrence: [dropdown] Time Zone: [dropdown]

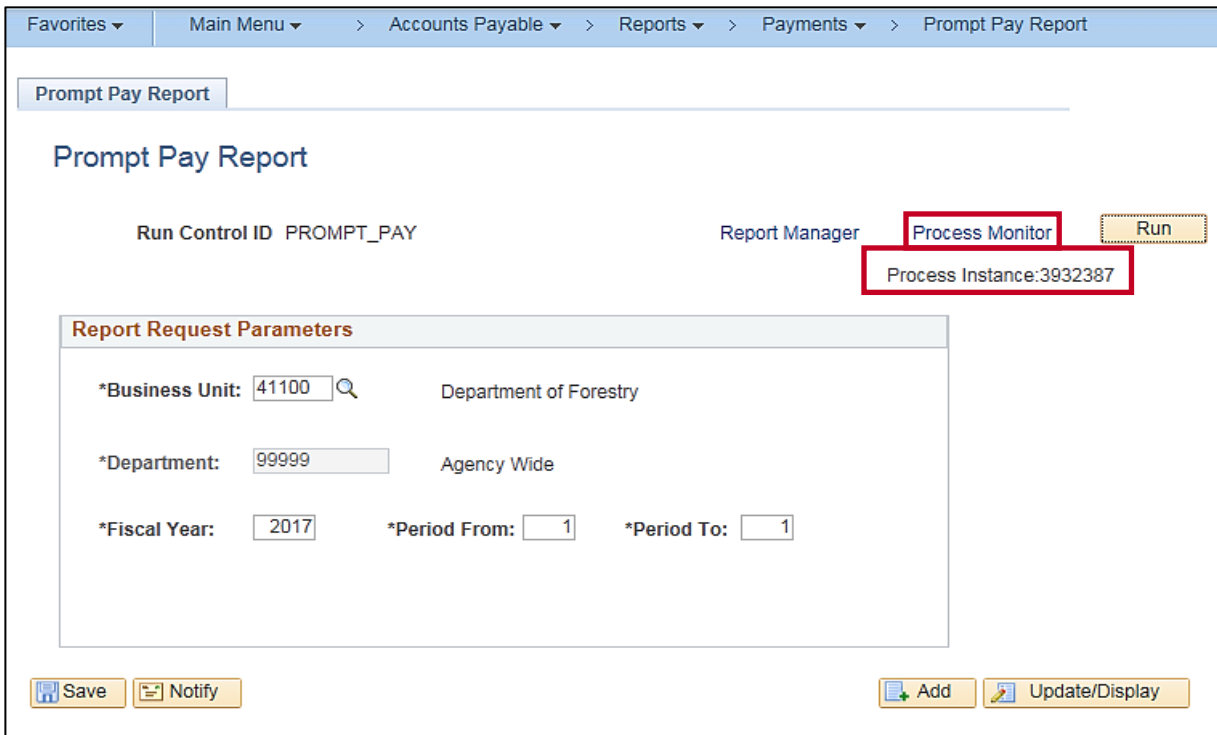
Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	VAPR0525	VAPR0525	SQR Report	Web	PDF	Distribution

OK Cancel

9. The **Process Scheduler Request** page displays.

10. Click the **OK** button.



Prompt Pay Report

Run Control ID: PROMPT\_PAY

Report Manager Process Monitor Run

Process Instance: 3932387

Report Request Parameters

\*Business Unit: 41100 Department of Forestry

\*Department: 99999 Agency Wide

\*Fiscal Year: 2017 \*Period From: 1 \*Period To: 1

Save Notify Add Update/Display

11. The **Prompt Pay Report** page displays. A **Process Instance** number displays for your request.

12. Click the **Process Monitor** link.

[Favorites](#) > [Main Menu](#) > [Accounts Payable](#) > [Reports](#) > [Payments](#) > [Prompt Pay Report](#) > [Process Monitor](#)

**Process List**

**View Process Request For**

User ID   Type  Last  1 Days

Server  Name  Instance  to

Run Status  Distribution Status  ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3932387		SQR Report	VAPR0525	FINUSER01	11/30/2016 12:47:03PM EST	Success	Posted	<a href="#">Details</a>

Go back to Prompt Pay Report

13. Click the **Refresh** button until the **Run Status** is **Success** and **Distribution Status** is **Posted**.
14. Click the **Details** link next to the report you ran.

**Process Detail**

Instance 3932387 Type SQR Report  
 Name VAPR0525 Description VAPR0525  
 Run Status Success Distribution Status Posted

Run Control ID PROMPT\_PAY  
 Location Server  
 Server PSUNX2  
 Recurrence

☐ Hold Request  
☐ Queue Request  
☐ Cancel Request  
☒ Delete Request  
☐ Re-send Content ☐ Restart Request

**Date/Time**

Request Created On 11/30/2016 12:47:19PM EST  
 Run Anytime After 11/30/2016 12:47:03PM EST  
 Began Process At 11/30/2016 12:47:41PM EST  
 Ended Process At 11/30/2016 12:49:07PM EST

**Actions**

[Parameters](#) [Transfer](#)  
[Message Log](#)  
[Batch Timings](#)  
[View Log/Trace](#)

15. The **Process Detail** page displays.
16. Click the **View Log/Trace** link.

Process Detail

View Log/Trace

**Report**

Report ID 23167731 Process Instance 3932387 [Message Log](#)

Name VAPR0525 Process Type SQR Report

Run Status Success

VAPR0525

**Distribution Details**

Distribution Node fn92trn Expiration Date 12/30/2016

**File List**

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3932387.log	2,078	11/30/2016 12:49:07.659426PM EST
<a href="#">vap0525_3932387.PDF</a>	5,904	11/30/2016 12:49:07.659426PM EST
vap0525_3932387.out	151	11/30/2016 12:49:07.659426PM EST

**Distribute To**

Distribution ID Type \*Distribution ID

User FINUSER01

[Return](#)


17. Click the **.PDF** file link to view the report.



## Accounts Payable Job Aid

### SW AP312: Running and Retrieving the Prompt Pay Report

18. The **Prompt Pay Report** displays.
19. The **Prompt Pay Report** contains two sections:



Report ID: RAP525

Commonwealth of Virginia  
PROMPT PAY REPORT

Run Date: 03/06/2017  
Run Time: 10:21 00

- a. Section one of the report displays summary data which includes:
  - i. Information for the specific period selected (in this example period **2**)
  - ii. Information for Fiscal Year (FY) to date. This information displays from the beginning of the FY through the **Period From** selected on the report (in this example it is periods 1-4).

Business Unit: 41100 Department of Forestry  
Period From: 2 01-AUG-2016 Period To: 2 31-AUG-2016

Page No. 2 of 2

Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Pmt Invoice Amount Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late
-----------------	---------------	--------------------	-------------------	-----------------	---------------------------------------	--------------------------	-----------------------	--------------------------	--------------	---------------------	------------------------

No late payment details exist for the period specified.

Total Invoices Paid for Period \$ 217,843.53

Total Invoices Paid Late for Period \$ 0.00

Total Percent Paid Late for Period 0.000

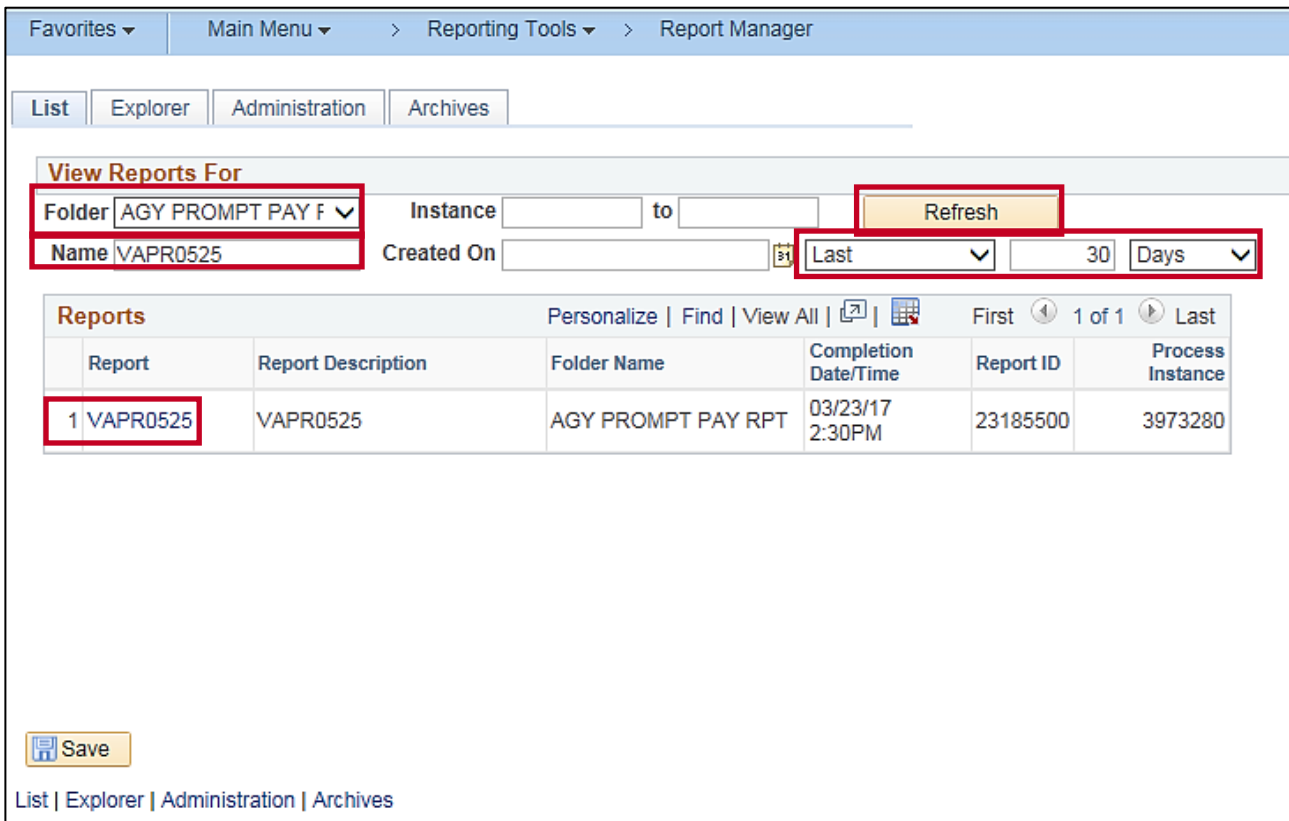
- b. Section two of the report provides more detailed data on the individual vouchers that are late.

### Viewing Your Individual Agency Run

Individual agency reports are run in batch on the first day of the month. The reports can be viewed/printed by following the below navigation.

1. Navigate to the **Report Manager** page using the following path:

**Main Menu > Reporting Tools > Report Manager**



**View Reports For**

Folder **AGY PROMPT PAY F** Instance  to  Refresh

Name **VAPR0525** Created On  Last  30 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
<b>1 VAPR0525</b>	VAPR0525	AGY PROMPT PAY RPT	03/23/17 2:30PM	23185500	3973280

Save

List | Explorer | Administration | Archives

2. In the **Folder** field, enter or select **AGY Prompt Pay Rpts**.
3. Enter **VAPR0525** in the **Name** field. This is the name of the report.
4. Enter the date or days range that you want to view. In this example the range is **30 Days**.
5. Click the **Refresh** button.
6. Click the **VAPR0525** link to open the report.

Favorites ▾
Main Menu ▾
> Reporting Tools ▾
Report Manager

**Report**

**Report ID** 23185500  
**Name** VAPR0525  
**Run Status** Success

**Process Instance** 3973280  
**Process Type** SQR Report

[Message Log](#)

VAPR0525

**Distribution Details**

**Distribution Node** fn92sit

**Expiration Date** 12/17/2019

**File List**


Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3973280.log	2,089	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10000_3973280.PDF	12,764	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10100_3973280.PDF	12,786	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10200_3973280.PDF	12,759	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10300_3973280.PDF	12,786	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10400_3973280.PDF	12,757	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10500_3973280.PDF	12,755	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10700_3973280.PDF	12,776	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10800_3973280.PDF	12,746	03/23/2017 2:30:33.102137PM EDT
VAPR0525_10900_3973280.PDF	12,803	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11000_3973280.PDF	12,804	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11100_3973280.PDF	12,783	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11200_3973280.PDF	12,784	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11300_3973280.PDF	12,781	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11400_3973280.PDF	12,800	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11500_3973280.PDF	12,808	03/23/2017 2:30:33.102137PM EDT
VAPR0525_11600_3973280.PDF	12,793	03/23/2017 2:30:33.102137PM EDT

7. Click the **.PDF** link for your Business Unit.



# Accounts Payable Job Aid

## SW AP312: Running and Retrieving the Prompt Pay Report



Report ID: RAP525

Commonwealth of Virginia  
PROMPT PAY REPORT

Run Date: 03/23/2017  
Run Time: 02:17 00

Page No. 1 of 3

Business Unit: % All  
Department : 99999 Agency Wide  
Fiscal Year : 2017  
Period From : 6 12/01/2016  
Period To : 6 12/31/2016  
Report Option: Multiple

Business Unit: 10000 Senate  
Period From: 6 01-DEC-2016  
Period To: 6 31-DEC-2016

Page No. 2 of 3

Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
1100	Clerk's Administration	0	0	0.000	0	18	0.000
Total for 99999		0	0	0.000	0	18	0.000

Business Unit: 10000 Senate  
Period From: 6 01-DEC-2016  
Period To: 6 31-DEC-2016

Page No. 3 of 3

Entered Date	Voucher ID	Remit Supplr ID	Remit Supplr Name	Check Number	Late Pmt Invoice Amount	Receipt Dt	Goods/Srvs Receipt Dt	Sched Pmt Due Date	Actual Pmt Check Date	Days Late	Total Pmt Amount	% Dollars Paid Late
No late payment details exist for the period specified.												

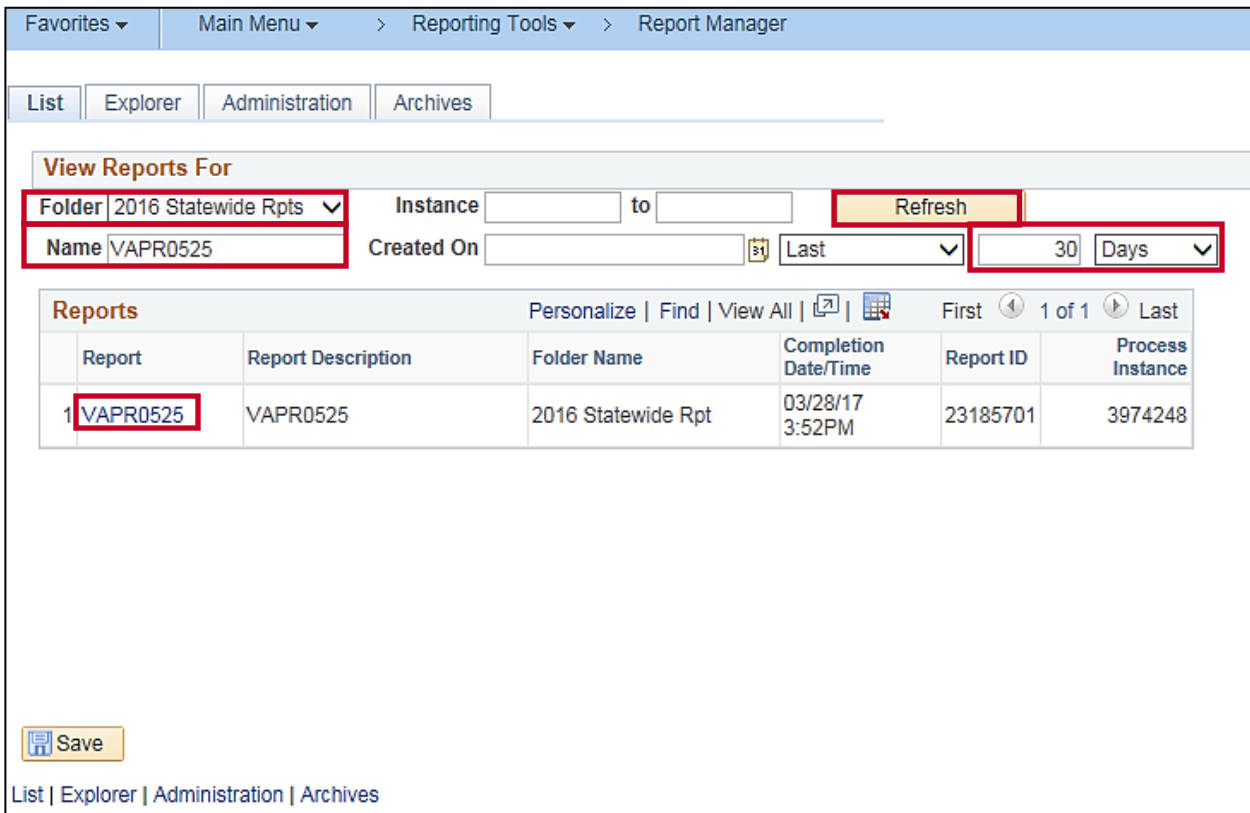
8. The **Prompt Pay Report** displays for the selected report. Scroll down to view all the pages.

### Viewing Your Information in the Master Run

A single report for all agencies is run in batch on the first day of the month. This master version can be viewed/printed by following the below navigation.

1. Navigate to the **Report Manager** page using the following path:

**Main Menu > Reporting Tools > Report Manager**



Navigation: Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

Buttons: List Explorer Administration Archives

**View Reports For**

Folder: 2016 Statewide Rpts ▾ Instance: [ ] to [ ] Refresh

Name: VAPR0525 Created On: [ ] Last ▾ 30 Days ▾

Reports						Personalize   Find   View All   [ ] [ ]	First [ ] 1 of 1 [ ] Last
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance		
1 VAPR0525	VAPR0525	2016 Statewide Rpt	03/28/17 3:52PM	23185701	3974248		

Buttons: Save

Navigation: List | Explorer | Administration | Archives

2. In the **Folder** field, enter or select **XXXX Statewide Rpts**, where **XXXX** is the current Fiscal Year.
3. Enter **VAPR0525** in the **Name** field. This is the name of the report.
4. Enter the date or days range that you want to view. In this example the range is **30 Days**.
5. Click the **Refresh** button.
6. Click the **VAPR0525** link to open the report.



## Accounts Payable Job Aid

### SW AP312: Running and Retrieving the Prompt Pay Report

Favorites ▾ Main Menu ▾ > Reporting Tools ▾ > Report Manager

**Report**

Report ID 23185701 Process Instance 3974248 [Message Log](#)

Name VAPR0525 Process Type SQR Report

Run Status Success

VAPR0525

**Distribution Details**

Distribution Node fn92sit Expiration Date 12/22/2019


**File List**

Name	File Size (bytes)	Datetime Created
SQR_VAPR0525_3974248.log	2,089	03/28/2017 3:52:59.363081PM EDT
<a href="#">vapr0525_3974248.PDF</a>	591,373	03/28/2017 3:52:59.363081PM EDT
vapr0525_3974248.out	66,418	03/28/2017 3:52:59.363081PM EDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	AA_CARDINAL_BATCH_AP
Role	V_COVA_CARDINAL_REPORTER

- Click the **.PDF** file link.



Report ID: RAP525

Commonwealth of Virginia  
PROMPT PAY REPORT

Run Date: 03/28/2017  
Run Time: 03:42 00

Page No. 1 of 591

Business Unit: % All  
Department : 99999 Agency Wide  
Fiscal Year : 2017  
Period From : 6 12/01/2016  
Period To : 6 12/31/2016  
Report Option: Single

- The **Prompt Pay Report** displays.
- Click the Control (**CTRL**) and **F** keys simultaneously to search for your Business Unit.



## Accounts Payable Job Aid

### SW AP312: Running and Retrieving the Prompt Pay Report

The screenshot shows the 'Commonwealth of Virginia PROMPT PAY REPORT' interface. A 'Find' pop-up box is open in the top right corner, with '13600' entered in the search field. The 'Next' button is highlighted. The main report area shows the 'CARDINAL' logo, 'Report ID: RAP525', and 'Run Date: 03/28/2017'. Below this, the following parameters are listed:

Business Unit: % All  
Department : 99999 Agency Wide  
Fiscal Year : 2017  
Period From : 6 12/01/2016  
Period To : 6 12/31/2016  
Report Option: Single

Page No. 1 of 591

10. The **Find** pop-up box displays.
11. Enter your **Business Unit** in the **Find** box.
12. Click the **Next** button.

The screenshot shows the search results for Business Unit 13600. The 'Find' pop-up box is still open. The main report area shows the following information:

Business Unit: 13600 VA Information Tech Agency  
Period From: 6 01-DEC-2016 Period To: 6 31-DEC-2016  
Page No. 58 of 591

Department ID	Department Name	# Invoices Paid Late For Period	Total Invoices Paid For Period	% Paid Late For Period	# Invoices Paid Late For FY	Total Invoices Paid For FY	% Paid Late For FY
787	Central Administration	0	0	0.000	224	1052	21.293
Total for 99999		0	0	0.000	224	1052	21.293

13. This search takes you to the page of the report with the **Business Unit** you identified in your search. You can now view/print the **Prompt Pay Report** pages for your agency.